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MONTHLY REPORT FOR THE MAP LIBRARY DIVISION

August 1957

1. Summary of Statistics for Receipts, Processing and Disbursement of the Map Library Division, August 1957 (on next page).

2. For the Reference Branch, August 1957 was the busiest August on record. Also, there were 108 more requests in August 1957 than during the busiest month of 1956. 1,356 requests for maps were filled, a 9% increase over July, with 25,608 maps required to fill these requests. An additional 51 requirements for volumes, 163 requests for Place Name information, and 209 calls for miscellaneous information brought the total requests for the Reference Branch up to 1,779. The Air Target Unit serviced another 147 requests, a 31% increase over last month. Included in the Reference Branch requests were: a) page-size maps for Under Secretary Herter and Ambassador Richards, for use in connection with their Malayan Independence Celebration trip; b) maps for the conference room in the Administration Building; and c) maps to CINCPAC for Rear Admiral Layton. Time spent by the Reference Branch on Depository maintenance and selection of materials was curtailed during August for an indefinite period. With vacation periods cutting in on the availability of Reference personnel, and Mr. [redacted] at IOC for the entire month of September, little, if any, Vital Storage work can be undertaken in September.

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3. With the help of the temporary summer employees, the major portion of the filing backlog in the Processing Branch has been completed. The Cataloging Section, as a result of a survey of backlog holdings, has a plan to screen and process all backlog materials by September 1958. A revision of the Area Breakdown for Africa was also completed and all backlog materials on Africa were cataloged.

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MAP LIBRARY DIVISION
SUMMARY OF STATISTICS - AUGUST 1957

RECEIPTS (For retention in Map Library)	Specialty Map Sheets	Series Map Sheets	Total Map Sheets
Maps			
a. Made in CIA/D/GC	*11,614	0	11,614
b. On automatic receipt and purchases for stock	8,459	7,981	16,440
c. From other domestic sources	334	0	334
d. From foreign sources	631	790	1,421
e. From foreign sources for stock	224	0	224
TOTAL	21,262	8,771	30,033

Atlases and other reference materials	Total Volumes
a. On automatic receipt and purchases for stock	1,791
b. From other domestic sources	18
c. From foreign sources	593
TOTAL	2,402

PROCESSING			
Map Cataloging	Titles		Sheets/Volumes
a. Special maps made in CIA/D/GC	128		128
b. Special maps - All others	454		727
c. Series indexed and cataloged	40		3,673
TOTAL	622		4,528
Cataloging, etc. of Reference materials			
a. Atlases	6		7
b. Place-name volumes	6		12
c. Publisher's catalogs	0		0
d. Other reference volumes	28		48
TOTAL	40		67

DISBURSEMENTS		Requests	Titles	Requests/Volumes
Maps				
a. To domestic establishments				
1. To CIA		919	5,396	20,731
2. To Department of State		270	653	1,328
3. To Department of Defense		159	856	4,290
a) Department of the Army	85	439	1,523	
b) Department of the Navy	22	126	932	
c) Department of the Air Force	35	165	1,140	
d) Other components of Defense	17	126	695	
4. Other government agencies		99	439	1,987
b. To establishments overseas				
25X1 [redacted]		27	216	673
		1	10	23
TOTAL		1,475	7,570	29,032
Atlases and other reference materials				
25X1 a. To domestic establishments		69	387	719
b. [redacted]		1	75	18
TOTAL		70	462	903
Information				
a. Place-name questions		163		
b. Other reference inquiries		209		
TOTAL		372		

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[redacted]

5. Eight new requirements were submitted to OO/C during the month.

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[redacted]

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7. On 28 August, Mrs. [redacted] returned to duty in the Cataloging Section, after a three-month leave of absence. Mr. [redacted] 25X1 who has been working in the Cataloging Section as a summer employee, will continue to work in the Section, as a permanent employee. He is in charge of the Map Catalog Card Filing.

8. Outgoing communications for August reached a new record total of 283. 216 items related to foreign procurement and 67 to domestic correspondence.

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